

United States District Court
District of Alaska

**Preliminary Draft of
Proposed Amendments to
Local Rules (Civil) 1 through 10
July 2016**

TABLE OF PROPOSED LOCAL RULES (CIVIL)

PROPOSED LOCAL RULES OF CIVIL PROCEDURE

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1 **LRCiv. 1.1 Applicability of Local Rules/Definitions/Civility.**

- 2 (a) Each Local Rule addresses the same subject as the corresponding Federal Rule of
3 Civil Procedure.
- 4 (b) These Local Rules supplement the Federal Rules of Civil Procedure and must be
5 construed consistent with those rules to promote the just, efficient, and economical
6 determination of every action and proceeding.
- 7 (c) All parties, including self-represented parties, must comply with these Local Rules.
8 References in these rules to “counsel” or “attorneys” also refer to self-represented
9 parties.
- 10 (d) The court may by order entered on its own initiative or on motion, change, dispense
11 with, or waive any of these Local Rules if within the court’s authority and the
12 interests of justice so require.
- 13 (e) **Definitions.** The following definitions apply:
- 14 (1) “Judge” refers to:
- 15 (A) any United States District Judge or other judicial officer acting in a matter
16 assigned to a United States District Judge;
- 17 (B) any full-time or part-time United States Magistrate Judge; and
- 18 (C) when these rules apply to bankruptcy proceedings, to a United States
19 Bankruptcy Judge or other judicial officer acting in a matter assigned to a
20 United States Bankruptcy Judge.
- 21 (2) “Clerk” refers to the Clerk of Court or a deputy clerk designated to act in the
22 Clerk’s capacity.
- 23 (3) “Court’s website” refers to the internet address for the United States District
24 Court for the District of Alaska: <http://www.akd.uscourts.gov>.
- 25 (4) “CM/ECF” refers to the electronic filing system used by the United States District
26 Court for the District of Alaska.
- 27 (5) “[Electronic Filing Procedures Guide](#)” refers to the United States District Court for
28 the District of Alaska’s [Electronic Filing Procedures Guide](#) available on the
29 court’s website.
- 30 (6) “Lodged documents” include proposed orders, proposed findings of fact and
31 conclusions of law, proposed judgments, proposed over-length briefs, proposed

1 amended pleadings, proposed sealed documents, and issued process (warrants
2 of arrest, summons, writs of execution, and writs of garnishment).

3 (7) "Sealed documents" are documents viewable only by case participants. See
4 Local Rule 7.3(g).

5 (8) "Stricken documents" refer to:

6 (A) "documents stricken from the record": documents that the court has ordered
7 stricken from the record. The document is referenced on the docket with the
8 notation "STRICKEN" at the beginning;

9 (B) "documents stricken and removed from the record": documents that the court
10 has ordered stricken from the record and, additionally, has directed the clerk
11 to remove from the record. Removing a document from the record means
12 that it has been deleted from the court's server and is no longer available for
13 viewing. The docket text remains on the docket with the notation "STRICKEN
14 AND REMOVED FROM THE RECORD;" and

15 (C) "discovery documents": discovery documents refused by the clerk pursuant to
16 Federal Rule of Civil Procedure 5(d)(1). The refusal must be referenced in
17 the docket.

18 (f) **Civility.**

19 (1) Parties and their lawyers must treat all persons involved in the legal process with
20 courtesy and respect.

21 (2) Parties and their lawyers must take particular care to avoid treating persons
22 discourteously or disrespectfully because of the person's race, gender, or other
23 personal characteristic.

1 **LRCiv. 1.2 Access to Local Rules.**

2 (a) **Availability.** The Local Rules and pertinent Miscellaneous General Orders (MGOs)
3 will be kept available for inspection and copying at:

4 (1) the federal law library in Anchorage;

5 (2) the clerk's office in Anchorage, Fairbanks, Juneau, Ketchikan, and Nome during
6 regular office hours; and

7 (3) the court's website.

8 (b) **Amendments.**

9 (1) Notice of proposed amendments to the Local Rules informing the public of the
10 opportunity to comment will be posted for a reasonable period of time on the
11 court's website and provided to the Alaska Bar Association.

12 (2) Notice of amendments to the Local Rules must be posted on the court's website
13 and provided to the Alaska Bar Association.

14 (c) **Official Rules.** The Local Rules as posted on the court's website are the official
15 Local Rules.

- 1 **F.R.Civ.P. 2. One Form of Action.**
- 2 (NO LOCAL RULE)

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1 **LRCiv. 3.1 Commencement of an Action.**

2 (a) **Civil Cover Sheet.** Every civil action initiated in or removed to the United States
3 District Court for the District of Alaska must be accompanied by a completed Civil
4 Cover Sheet, Form JS44, available on the court's website and at the clerk's office.

5 (b) **Notice of Related Cases.** The Civil Cover Sheet must list all related cases. Cases
6 are related when they:

7 (1) concern substantially the same parties, property, transaction, or event; and

8 (2) are likely to create an unduly burdensome duplication of labor and expense or
9 the potential for conflicting results if assigned to different judges.

10 (c) **Fees.**

11 (1) All fees required by law must be paid at the time of filing a complaint or other
12 document for which a fee is required, except for parties seeking to proceed *in*
13 *forma pauperis* under 28 U.S.C. § 1915.

14 (2) The schedule of fees will be posted on the court's website and at the clerk's
15 office.

16 (d) **Case Assignment.** Unless otherwise ordered, upon commencement of a case and
17 upon any subsequent recusal, all actions, causes, and proceedings in this district
18 must be randomly assigned to the judges.

1 **LRCiv. 3.2 Waiver of Fees.**

2 The clerk's office will provide all necessary forms for litigants seeking to proceed
3 pursuant to 28 U.S.C. § 1915 without payment of fees. All such forms must be fully
4 completed before an application to waive fees will be considered.

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1 **LRCiv. 3.3 Venue Within the District of Alaska.**

2 (a) **Venue in Alaska.** An action in which venue is proper in the United States District
3 Court for the District of Alaska may be initiated in or removed to any of the five court
4 locations specified in 28 U.S.C. § 81A.

5 (b) **Transfer of Removed Actions.** When an action that is initiated in state court is
6 removed to federal court, the removed action will proceed in:

7 (1) the court location in the same Alaska judicial district as the original state court
8 action; and

9 (2) if possible, the same city as the original state court action.

10 (c) **Intra-District Transfer.** On motion of a party or on its own initiative, the court may
11 transfer a case to another court location within the District of Alaska for some or all
12 purposes.

1 **LRCiv. 4.1 Summons.**

2 A summons presented to the court for issuance must be complete in all respects,
3 except for the date of issuance, the signature of the clerk, and, if unknown, the
4 defendant's address.

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LRCiv. 5.1 Proof of Service Requirements.

(a) For documents other than an initial complaint and summons, proof of service must be made by:

(1) the recipient's acknowledgment of service; or

(2) through certification of the person making the service, including

(A) the person or persons upon whom it was served,

(B) the means of service, and

(C) the date it was served.

(b) Unless otherwise indicated, where a document includes attachments, e.g., exhibits, affidavits, or a proposed order, the certificate of service for the principal document also constitutes a certificate that the attachments were served at the same time.

(c) Proof of service should be reflected on the document served, not on a separate document.

1 **LRCiv. 5.2 Service of Orders and Other Documents by the Court.**

- 2 Unless otherwise ordered, the court will serve all orders and other court documents
3 either (1) electronically to attorneys participating in the CM/ECF system, or (2) by mail
4 to self-represented litigants and attorneys exempted from the CM/ECF system.

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1 **LRCiv. 5.3 Electronic Case Filing and Service.**

2 (a) **Electronic Filing Procedures.** The filing of documents in electronic format and the
3 payment of fees must be in accordance with this rule and the CM/ECF [Electronic](#)
4 [Filing Procedures Guide](#) available on the court's website.

5 (b) **Electronic Filing Upon Payment of Fees.** An electronic filing is deemed filed on
6 the date all fees required by law are received by the clerk's office. Any fee not paid
7 electronically must be mailed or hand delivered to the clerk's office.

8 (c) **Proof of Service.** Unless impractical, proof of service must be included on the
9 document served, not on a separate document. Proof of service by electronic
10 means or by mail is documented by a "Notice of Electronic Filing" in the CM/ECF
11 System.

12 (d) **Attorneys Required to Use CM/ECF.** Unless exempted, each attorney appearing
13 before the District of Alaska must participate in the CM/ECF system. Attorneys may
14 be exempted from participating in the CM/ECF system on motion for good cause
15 shown, to be determined by the Chief Judge.

16 (e) **Signatures.**

17 (1) *Registered User.*

18 (A) A signature block on an electronically filed document by a registered user of
19 the CM/ECF System constitutes the signature of the user for all purposes for
20 which a signature is required in connection with proceedings before the court.

21 (B) A registered user may, if authorized to so do by another person, sign a
22 document on behalf of that other person that is to be filed electronically as
23 follows: "James Smith for Jane Doe." Proof of service of the document on the
24 person who authorized such signature is required.

25 (2) *Court Orders.* A signature block placed on an electronically filed order or other
26 document by, or at the direction of, a judge or the Clerk of Court constitutes the
27 signature of the court official.

28 (3) *Other Documents.* The signature page of any electronically filed pleading or
29 other document not governed by paragraph (1) or (2) must bear a digitally
30 imaged (scanned) original signature.

31 (4) *Objections to Signatures.* Any objection to a signature on an electronically filed
32 document must be served on the filing party and filed with the court not later than
33 fourteen (14) days after the document is served.

34 (f) **Filing of Related Documents.** Except as otherwise provided in these rules:

- 1 (1) documents that are related to a motion or other filing that are being filed or
2 lodged at the same time as the motion or other filing (e.g., a proposed order, a
3 supporting affidavit or declaration, and exhibits) must be filed or lodged as
4 attachments to the main document under the same docket number, and not as
5 separate docket entries (i.e. at Docket 47-1 to the main motion at Docket 47, and
6 not at Docket 48); and
- 7 (2) if a party seeks to address two motions in a single filing (e.g., an opposition to
8 summary judgment and a cross-motion for summary judgment), a separate filing
9 for each document must be made. However, the second filing may simply
10 indicate that it incorporates by reference the first filing, and need not duplicate
11 the first filing in its entirety.

1 **LRCiv. 5.4 Other Means of Filing and Service.**

2 (a) **Filing and Service for non-CM/ECF users.** A party filing documents conventionally
3 must file and serve documents in the manner provided for in the Federal Rules of
4 Civil Procedure, including Rules 5, 5.2, and 6, and Local Rule (Civil) 5.1.

5 (b) **Inmate Filing and Service.**

6 (1) A document filed or served by an inmate confined in an institution is deemed filed
7 or served when deposited in the institution's internal mail system.

8 (2) Filing or service of a document by an inmate confined in an institution must be
9 shown by a notarized statement or declaration under 28 U.S.C. § 1746, setting
10 forth the date of deposit and stating that first-class postage has been pre-paid or
11 that the inmate has taken the required steps to have prison officials affix postage.

12 (3) For purposes of calculating response times under these rules and the Federal
13 Rules of Civil Procedure, the postmark date shall be the date of service by mail
14 and not the date that the inmate deposited the document in the prison's internal
15 mail system.

16 (c) **Facsimile Filing and Service.**

17 (1) Filing. Documents must not be filed by facsimile transmission unless specifically
18 authorized in advance by the court.

19 (2) Service. Any document over twenty-five (25) pages in length, including
20 attachments and exhibits, must not be served by facsimile unless the party to be
21 served has expressly consented to receive such documents by facsimile.

- 1 **F.R.Civ.P. 6. Computing and Extending Time; Time for Motion Papers.**
- 2 (NO LOCAL RULE)

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1 **LRCiv. 7.1 General Motion Practice.**

2 (a) **Motion and Opposition.** All written motions and oppositions must include:

- 3 (1) a brief statement of the requested relief;
- 4 (2) a brief discussion of applicable points and authorities; and
- 5 (3) supporting admissible evidence with deposition evidence restricted to relevant
- 6 excerpts. Evidence unsuitable for electronic filing must be filed conventionally in
- 7 accordance with Local Rule 7.3(c).

8 (b) **Proposed Orders.**

9 (1) **Dispositive Motions.** A proposed order does not need to be lodged with a

10 motion to dismiss made under Federal Rule of Civil Procedure 12, or a motion for

11 summary judgment under Federal Rule of Civil Procedure 56.

12 (2) **Non-Dispositive Motions.** A proposed order must be lodged with all non-

13 dispositive motions and oppositions to the motion.

14 (3) **Form of Proposed Order.**

15 (A) A proposed order must be self-explanatory and must not require a review of

16 the motion to understand the order.

17 (B) If the proposed order is for an extension of time or modification of deadlines,

18 it must include a date certain by which the matter sought to be extended will

19 be accomplished. See *also* Local Rule 7.3(b).

20 (C) The name of the presiding judge for the case must be typed immediately

21 under a signature line.

22 (c) **Reply.** Reply memoranda are optional and restricted to rebuttal of factual and legal

23 arguments raised in the opposition.

24 (d) **Supplemental Materials.** Supplemental briefing and factual materials will be

25 permitted only as follows:

- 26 (1) If pertinent and significant legal authorities come to a party's attention after the
- 27 party's last brief has been filed, or after oral argument but before decision, a
- 28 party may promptly advise the court by filing and serving a notice setting forth the
- 29 citations. The notice must state the reasons for the supplemental citations,
- 30 referring either to the page(s) of the briefing or to a point argued orally. The
- 31 notice must not exceed 350 words. Any response must be filed and served
- 32 promptly and must be similarly limited.

1 (2) After briefing of a motion is complete, supplementation of factual materials may
2 occur only by motion for good cause. The motion must have the proposed
3 factual materials attached as an exhibit and address the reasons earlier filing
4 was not possible or their relevance was not appreciated. Such motions will not
5 be routinely granted.

6 (e) **Multiple Motions.** Except for alternative requests for relief or as otherwise provided
7 by rule or order of the court, each motion must be filed separately. See *also* Local
8 Rule 5.3(f)(2).

9 (f) **Requests for Oral Argument.** Oral argument is discretionary and must be
10 requested within five days of the last filing pertaining to a motion. An oral argument
11 is not an evidentiary hearing.

12 (g) **Motion for Evidentiary Hearing.** A party may move for an evidentiary hearing on a
13 motion within five days of the last filing pertaining to the motion. The motion, and
14 any responses to the motion, must include a list of proposed witnesses, summary of
15 anticipated testimony from each witness, and an estimate of required time, including
16 anticipated cross examination.

17 (h) **Failure to Oppose Motions.** The failure to respond to a non-dispositive motion as
18 required by this rule subjects the motion to summary ruling by the court and may be
19 deemed an admission that the motion is well taken.

1 **LRCiv. 7.2 Time Limits for Motions.**

2 Unless otherwise ordered by the court, or provided by statute or rule:

- 3 (a) oppositions to motions brought under Federal Rules of Civil Procedure 12(b), 12(c),
4 or 56 must be filed and served within twenty-one (21) days of service of the motion,
5 and all other oppositions must be filed within fourteen (14) days of service; and
- 6 (b) if filed, reply memoranda for motions under Federal Rules of Civil Procedure 12(b),
7 12(c), or 56 must be filed and served within fourteen (14) days, and all other replies,
8 if filed, are due within seven (7) days of service of the opposition.

1 **LRCiv. 7.3 Common Motions.**

2 (a) **Motion for Expedited Consideration.** A party may request expedited
3 consideration of a motion by filing a separate motion that specifies the date on which
4 a decision on the principal motion is needed.

5 (1) The motion must be supported by:

6 (A) a declaration or affidavit showing good cause for a determination on
7 expedited consideration, including any efforts to resolve the matter between
8 the parties and the respective positions of each party; and

9 (B) proof of immediate service of the motion on other parties or a declaration or
10 affidavit explaining why such service was not possible.

11 (2) The party filing the motion must immediately advise the clerk's office of the filing
12 as provided in the CM/ECF [Electronic Filing Procedures Guide](#).

13 (3) The clerk's office will immediately bring the motion to the judge's attention so that
14 the judge may decide whether expedited consideration of the principal motion is
15 warranted.

16 (b) **Unopposed Motions for Extension of Time.** Where all parties agree, an
17 unopposed motion for extension of time may be filed. The motion must state the
18 reason(s) for the extension and certify that all parties consent to the extension. See
19 *a/so* Local Rule (Civil) 7.1(b)(3)(B).

20 (c) **Motion to File Conventionally for Registered CM/ECF Users.** If an exhibit cannot
21 be filed electronically a party must file a motion to file the exhibit conventionally.

22 (1) If an exhibit is to be filed conventionally, the filer must include a page in the
23 appropriate place sequentially in the document to which the exhibit pertains with
24 a conspicuous notation in the middle of the page "Exhibit ____ (insert brief
25 description of the exhibit) to be filed conventionally."

26 (2) All exhibits filed conventionally must include an original plus one copy. The
27 original will be retained in the clerk's office as part of the official court file; the
28 copy will be forwarded to chambers.

29 (d) **Motion for Judicial Notice.** Requests that the court take judicial notice pursuant to
30 Federal Rule of Evidence 201 must be made in a separate motion.

31 (e) **Motions to file *Ex Parte*.**

32 (1) Except as otherwise provided, leave of court is required prior to the *ex parte* filing
33 of any document.

(2) An *ex parte* motion to file a document must:

(A) set forth the basis for *ex parte* filing;

(B) lodge the document(s) that is(are) the subject of the motion in a separate docket entry in conformance with the [Electronic Filing Procedures Guide](#); and

(C) set forth the duration that the document should remain *ex parte*.

(3) A motion to file a document *ex parte* may be filed *ex parte* without a prior court order.

(4) Unless otherwise ordered by the court, if a motion to file a document *ex parte* is denied, the *ex parte* motion will be stricken but a public docket entry that the motion was filed will be entered.

(5) If the motion to file *ex parte* is granted, the lodged document may be filed *ex parte* by the moving party.

(f) Motion to Submit Documents for *In Camera* Review (seeking to provide a document for review only by the presiding judge).

(1) Except as otherwise specifically provided by statute, court rule, case law, or published policy and procedures, a document must not be submitted to the court for *in camera* review without first obtaining leave of the court.

(2) A motion to submit a document *in camera* may be made under seal without prior court order.

(3) All documents that are submitted *in camera* are to be delivered to the presiding judge's chambers in a sealed envelope conspicuously marked "Submitted *In Camera*" and containing the following information on the envelope:

(A) the case caption and case number; and

(B) the name of the presiding judge.

(g) Motions to File Under Seal (seeking to prevent the public, but not the parties, from reviewing a document).

(1) Except as otherwise specifically provided by statute, court rule, case law, or published policy and procedures, a document must not be filed under seal without first obtaining leave of the court.

(2) A motion to file a document under seal must:

(A) be docketed in the public record;

1 (B) be supported by a declaration that is separately docketed and filed under seal
2 that must:

3 (i) state the basis for sealing the document;

4 (ii) identify the filings associated with the document; and

5 (iii) certify that filing the document with redaction is not practicable;

6 (C) lodge the document that is proposed to be filed under seal as an attachment
7 to the declaration.

8 (3) A document to be lodged under seal that is exempt from the [Electronic Filing](#)
9 [Procedures Guide](#) must be lodged in an envelope with an original plus one copy
10 in conformance with Local Rule (Civil) 7.3(c)(2), and must include a cover sheet
11 displaying the notation "DOCUMENT LODGED UNDER SEAL."

12 (4) The proposed order authorizing the filing of a document under seal must:

13 (A) specifically identify the document to be filed under seal; and

14 (B) state the basis for filing the document under seal.

15 (5) If a motion to file under seal is not granted in full, the lodged document will not be
16 filed.

17 (6) If a motion to file under seal is granted, the lodged document may be filed under
18 seal by the moving party.

19 (7) Upon motion or notice, the court may order the unsealing or redaction of any
20 sealed document.

21 (h) **Motion for Reconsideration.** See Local Rule (Civil) 59.1.

22 (i) **Motion for Telephonic Participation.**

23 (1) **Authorization.** The court may allow parties, counsel, witnesses, or the court to
24 participate telephonically in any court proceeding, including trial, for good cause
25 and in the absence of substantial prejudice to any party.

26 (2) **Procedure.** The following procedure is to be observed concerning telephonic
27 participation:

28 (A) prior to the telephonic hearing, the court will inform the parties of the "Meet Me
29 Bridge" telephone number;

30 (B) participants must call the "Meet Me Bridge" telephone number not less than five

- 1 (5) minutes before the scheduled hearing time;
- 2 (C) upon convening a telephonic proceeding, the judge or the court deputy will:
- 3 (i) recite the case name, case number, names and locations of all hearing
- 4 participants, and the type of hearing;
- 5 (ii) confirm that the courtroom proceedings are audible to all telephonic
- 6 participants; and
- 7 (iii) give notice that in order to preserve the record, speakers must identify
- 8 themselves each time they speak.
- 9

1 **LRCiv. 7.4 Document Management.**

2 (a) **Page/Word Limits.** Unless otherwise ordered, motions, oppositions, and replies
3 must be either page or word limited. When practicable, word limits with 14-point font
4 are preferred.

5 (1) For motions brought under Federal Rules of Civil Procedure 12(b), 12(c), and 56,
6 memoranda must not exceed thirty-five (35) pages or 10,000 words, with replies
7 not exceeding twenty (20) pages or 5,700 words.

8 (2) For all other motions, memoranda must not exceed twenty (20) pages or 5,700
9 words with replies not exceeding ten (10) pages or 2,750 words.

10 (3) If used, word counts must be certified at the end of the document.

11 (4) Page/word limits do not include the case caption, signature blocks, table of
12 contents, table of citations, or reproduction of statutes, rules, regulations, and
13 ordinances.

14 (b) **Reference to Other Parts of Record.**

15 (1) A party asserting a fact must support the assertion by citing to particular parts of
16 materials in the record, including depositions, affidavits or declarations,
17 stipulations, discovery responses, or other materials.

18 (2) Where practical, reference to previously filed portions of the record should be
19 made to avoid repetition. The reference must include, when available, the
20 document number and page assigned by the CM/ECF System.

21 (c) **Exhibits.**

22 (1) All exhibits to documents must be marked as described in Local Rule 39.3 and
23 numbered progressively according to the number of the page of the exhibit,
24 preceded by the number or identification of the exhibit, e.g., "Ex. A, p. 1."

25 (2) If more than five (5) exhibits are attached, the exhibits must be preceded by a
26 table of contents identifying each exhibit by number and description.

27 (3) Exhibits filed electronically must be filed as a related document as provided in
28 Local Rule 5.3(f)(1).

29 (4) For registered CM/ECF Users, exhibits that cannot be electronically filed may be
30 filed conventionally only upon order of the court. See Local Rule 7.3(c).

31 (d) **Chambers Copy.**

- 1 (1) A complete and legible paper copy of every filing that exceeds twenty-five (25)
2 pages, including attachments, must be provided for use by the judge in
3 chambers.
- 4 (2) If the document was filed electronically, the chambers copy must be an exact
5 replica of the filed document, including the document footer assigned by the
6 CM/ECF System. However, exhibits attached to the chambers copy, including
7 exhibits filed conventionally, must be identified by attaching tabs in a manner
8 that the tab identifying the exhibit is readily visible.
- 9 (3) Chambers copies are to be two-hole punched at the center of the top of the page.
- 10 (4) Chambers copies are not part of the official file in the case and are not open to
11 public inspection.

1 **LRCiv. 7.5 Formatting of Court Filings (Exemplar follows this rule).**

2 **(a) Form in General.**

3 (1) All documents filed with the court must:

4 (A) be double-spaced, except quotations longer than fifty (50) words or five (5) lines
5 should be single-spaced and indented;

6 (B) have margins of at least one (1") inch around all of the text, including footers;

7 (C) if more than one (1) page, include at the bottom of each page:

8 (i) a page number, and

9 (ii) a footer including the case name and number;

10 (D) use at least 12-point, proportionally-spaced font, or the equivalent; and

11 (E) be without interlineation unless noted by the court, and printed or written upon
12 only one side of the paper.

13 (2) Conventionally filed documents must be:

14 (A) on letter size (8½" by 11") white paper of good quality; and

15 (B) printed or legibly written in black ink.

16 (3) Electronically filed documents must be:

17 (A) in Adobe Acrobat Portable Document Format (".pdf"); and

18 (B) word searchable.

19 **(b) Information to be Placed on First Page.** The first page of each document filed
20 with the court must contain the following information.

21 (1) Attorney's or Party's Name/Address.

22 (A) The name, address, telephone number, facsimile number, and e-mail
23 address of the attorney appearing for a party to an action or proceeding, or of
24 a person appearing without an attorney, must be typewritten or printed in the
25 space to the left of center of the paper beginning at least 1¼ inches below the
26 top edge, **or**

27 (B) the attorney's name, address, telephone number, facsimile number, and e-mail
28 address may be printed on the left-hand margin of the paper.

1 (C) The attorney must identify the party the attorney represents.

2 (2) Title of the Court. The title of the court is to be centered on the paper and
3 commence not less than 1½ inches below the top edge, and in any event not
4 less than ½ inch below the name, address, and telephone number of the
5 attorney or person appearing without an attorney if this appears at the top of the
6 page as provided in paragraph (d)(1).

7 (3) Clerk's Filing Marks; Case Number.

8 (A) A space above the title of the court and to the right of center on the page
9 must be reserved for any filing marks of the clerk's office.

10 (B) The case number should be included below the title of the court on the right
11 side of the paper, including the initials of the judge assigned to the case.

12 (4) Title of Action or Proceeding (Case Caption).

13 (A) Below the title of the court and to the left of center of the page, the title of the
14 action or proceeding must be inserted.

15 (B) In the event all defendants cannot be named on the first page, the names of
16 defendants may appear on the second page.

17 (C) Except for complaints and summonses, lengthy case captions may be reduced
18 to indicate the first named party plaintiff and/or defendant followed by "et al."

19 (D) Unless otherwise ordered by the court, the name of a party who is terminated
20 as a party in the action must be removed from the caption.

21 (5) Title of Document. Below the title of the court and the case number, and centered
22 on the page, the title of the document (i.e. complaint, motion, etc.) must be
23 inserted.

24 (c) **Information to be Placed on Signature Page.**

25 (1) Names are to be typed beneath script signatures to documents.

26 (2) An attorney must identify each party the attorney represents.

Lawyer Name
 Lawyer Firm Name
 Lawyer Address
 Lawyer Phone
 Lawyer Fax
 Lawyer email
 Attorney for Party Name

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ALASKA

JOHN J. DOE,

Plaintiff,

V.

JANE ROE,

Defendant.

Case No. 0:00-cv-00000-JJJ

NAME OF DOCUMENT

DATED at Anchorage, Alaska this April 23, 2015.

LAWYER NAME
LAWFIRM NAME
Attorneys for Party name

By: /s/ Alaska Attorney
 Lawyer Address
 Lawyer Phone
 Lawyer Fax
 Lawyer email

Complaint:
Case No. 3:15-CV:_____ (____)

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1 **LRCiv. 8.1 General Rules of Pleading.**

2 (a) **Citation of Statute.** A party filing a complaint, counterclaim, or cross-claim seeking
3 relief under a specific statute should cite the statute relied upon in parentheses
4 immediately below the title of the pleading.

5 (b) **Jurisdictional Statement.** The short and plain statement of jurisdictional ground
6 required by Federal Rule of Civil Procedure 8(a) must be at the beginning of the
7 body of the complaint, with citations to any federal statutes or constitutional
8 provisions upon which jurisdiction may be based.

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1 **F.R.Civ.P. 9. Pleading Special Matters.**

2 (NO LOCAL RULE)

3

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1 **LRCiv. 10.1 Form of Pleadings.**

2 The form of pleadings is governed by Local Rules 7.4, 7.5, and 8.1.

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